

FINELINE

July 2003

A Division of Finance monthly communication service

Policy Updates Will Be Available July 1

The quarterly release of the *State of Utah Accounting Policies and Procedures* will be available July 1 on the Division of Finance Web site at www.finance.utah.gov. Among the changes to the policy manual which go into effect July 1 are:

- ▼ A new policy on electronic payment fees provides guidance to agencies in accounting for, reporting, and setting electronic fees.
- ▼ The policy on credit cards was revised to disallow the use of convenience fees except in certain circumstances and to coordinate with the new policy on electronic payment fees.
- ▼ The Payroll Review and Approval Process policy was revised to streamline the review and approval process. The policy now includes the new Payroll Review and Approval Cover Sheet.
- ▼ Travel policies were revised to change the private vehicle reimbursement rate to 30 cents per mile if a state fleet vehicle **is** available to the employee and 36 cents per mile if a state fleet vehicle **is not** available to the employee.
- ▼ Purchasing policies were updated to increase the threshold at which agencies must obtain and document price competition for purchases.
- ▼ A new Payment policy establishes the procedures to make an emergency, immediate payment.
- ▼ Payment policies were revised, added, or deleted to reflect system changes and current practices.
- ▼ Two Labor Distribution policies were revised to update the Termination Leave pool additive rates.



These and other policy changes are documented in the *Revisions* section of the manual. To view the list, click on *Policies Revised for This Release* at the top of the policy manual and follow the links to the affected policies. ❖

Vendor Numbers Now Have Six Digits

Because we have used all of the vendor numbers that are **five** digits plus an alpha character, the Division of Finance has decided to increase the vendor number to **six** digits plus an alpha character. We are now issuing the new numbers.

The new six-digit numbers will function the same as the old five-digit numbers. The vendor number field in FINET is actually 10 characters. FINET, DataWarehouse, and interfaces will all handle the new size. ❖



Call These Numbers for Assistance with the Payroll System

Together we have reached another milestone in the process of implementing our new Payroll System. With the success of the implementation, and as our users have gained experience, the number of calls to the Payroll Help Desk has declined to levels we experienced in our previous Payroll System. As a result, we are now asking system users to directly call the payroll person responsible for specific payroll functions. After July 4 we will no longer answer the Help Desk phone number used during implementation.

Listed below are the phone numbers system users should now call for assistance with specific Payroll System functions:

Payroll Information – 801-538-3056

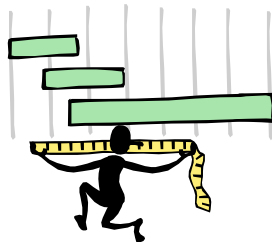
Direct Deposit – 801-538-3116

Garnishments/Bonds – 801-538-3120

Terminations/Dual Employment – 801-538-3124

Troubleshooting Time/Leave – 801-538-3125

FAX – 801-538-3244



General time entry or payroll questions may be directed to any of the numbers listed above. You may also use the payroll e-mail at payroll@utah.gov. Send us a detailed e-mail and we will get back to you with the correct answer.

Resources

We encourage you to use the resources on the Division of Finance Web site at www.finance.utah.gov. These include:

- ♦ **Payroll Policies and Procedures** – Official statewide payroll policies.
- ♦ **Payroll User Manual** – Instructions on how to perform tasks, use screens, and generate reports.
- ♦ **System Codes** – Employee groups and sub-groups, attendance types, wage types, etc.
- ♦ **Frequently Asked Questions** – Frequently asked questions about the Payroll System, and their answers. ❖

Thanks to the Division of Finance employees who took on the additional duty to help staff the Payroll Help Desk during the implementation of the new Payroll System.

The voices users heard when they called for assistance belonged to Fran Carpenter, Mel Castillo, Betty Frenchwood, Pam Hansen, Jeanette Henstrom, Marchion Mackay, Sarah Scott, Caroline Thomas, and Sheri Witucki.

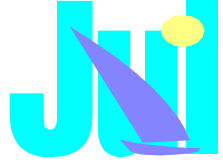


Special thanks goes to Larry Simpson, who set up the Help Desk schedules each week to insure that at least two employees were answering the phones at all times. Larry also covered the Help Desk during critical hours when no one else was available. ❖

Selected Accounting Fiscal Yearend Dates*

**See the calendars distributed at the Budget and Accounting Officers meeting for a complete list of fiscal yearend dates.*

July 1	All accounting transactions default to accounting period 01/04 with budget FY 04.
July 2	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
July 3	Last day to post FY 03 FINET documents for June reports.
July 8	Distribute June monthend reports.
July 9	Last day to enter OLD year petty cash reimbursements.
July 9	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
July 18	Single Audit Summary Schedule of Prior Audit Findings due back.
July 18	First OLD year IAT cutoff. Process after this date only if: (1) the transaction affects only orgs within same line item; or (2) the seller notifies the main budget officer in the buyer agency.
July 18	Cutoff for July OLD #1 FINET monthend reports.
July 22	Finance distributes July OLD #1 and Closing Schedule #1, including non-budgeted line items.
July 25	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
July 25	Lease information due back.
July 25	June 03 Fixed Asset reconciliations due to Dave Byg.
July 31	OLD year cash recording cutoff.
July 31	OLD year check cancellation cutoff.
Aug. 4	Cutoff for July OLD #2 FINET monthend reports.
Aug. 4	Process all OLD year inter-agency IATs by this date (notify buyer agency's main budget officer.)
Aug. 4	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .
Aug. 5	Final calculation of dedicated credits lapsing amounts.
Aug. 5	Finance distributes July OLD #2 and Closing Schedule #2, including non-budgeted line items.
Aug. 8	Last day to process OLD year payment vouchers on-line in FINET. After this date all OLD year payments must be paid NEW year and accrued on an accrued expenditure form.
Aug. 15	Final cutoff for all OLD year documents entered by agencies into FINET.
Aug. 15	Closing schedules due back. ❖



Contact the Division of Finance

Division Receptionist 801-538-3082	Disbursements 801-538-3200	FINET Help Desk 801-538-9690
Financial Reporting 801-538-3525, 801-537-9081	Data Warehouse 801-538-3530	Payroll 801-538-3056

Selected Payroll Fiscal Yearend Dates*

**See the Payroll fiscal yearend handout for a complete list of fiscal yearend dates regarding security, mass change/exception processing for the new fiscal year, time entry, and timing of payroll events.*

- July 1** Employee NEW year home agency/org/distribution and default coding, including salary splits, updated in the Payroll System.
- July 1** Agencies may run Time Sheet Check List Report for pay period 13 to view all employees' home agency/org/distribution and default coding information, including salary splits.
- July 1** Agencies may run New Hires and Transfer Report for pay period 13 to view employees whose home agency/org/distribution and default coding information is different.
- July 1** The private vehicle reimbursement rate if a state fleet vehicle **is** available to the employee will increase from 28 cents to 30 cents per mile.
- July 1** The reimbursement rate, if a state vehicle **is not** available will decrease from 36.5 cents to 36 cents per mile. This decrease in the higher rate is necessary to be in line with rates established by the IRS.
- July 3** Payday for pay period 12.
- July 4** Independence Day Holiday.
- July 5** Payroll System security changes for new fiscal year orgs.
- July 5–11** Data entry available for pay period 13 (dual year).
- July 11** Last day to enter taxable earnings on-line into Payroll for the July 18 pay-check posting to either the OLD year or NEW year (before 5:00 p.m.).
- July 11** Last day to make changes on the Default Cost Distribution Charging screen for pay period 13. Changes made after this date must have an effective date on or after 07/05/2003.
- July 11** Last day to make OLD year changes on Time Entry screens.
- July 11** OLD year earnings entered after this date need NEW year coding. These are posted to FINET using fiscal year 2004. This includes commute fringe, overtime meal allowance, service and incentive awards, etc. Agencies should complete and file with the source document a copy of form FI 61E, Closing Accrued Expenditure IAT – Old Year.
- July 14** Dual year preliminary payroll is processed beginning at 7:00 a.m.
- July 15** Dual year final payroll is processed beginning at 7:00 a.m.
- July 19–25** Data entry available for pay period 14 (NEW fiscal year).
- July 19–December 12**
If an error occurred in pay periods 4–13, correcting entries will need to be made with a wage type or by fixing the leave balance with a quota correction. Even though the system will allow users to change entries in any period, anything prior to 07/05/2003 will not change the employee's record because it crosses fiscal years. Once the OLD fiscal year is over, changes cannot be made to those records.
- Aug. 2–8** Data entry available for pay period 15.
- Aug. 2–8** After payroll is processed for pay period 14, changes can be made in period 14 to fix errors. Changes to periods prior to 07/05/2003 should not be made since they will not change the employee's record.



Travel Office Must Approve Meetings Costing Over \$1000

Effective July 1, the threshold for State Travel Office involvement with group gatherings will increase to \$1,000. Any conference, training session, retreat, or service award gathering estimated to cost more than \$1,000 must have the approval of the State Travel Office. They will review gatherings costing less than \$1,000 if requested.

The State Travel Office can be helpful in locating reasonable, appropriate facilities and in negotiating lower costs. They can save time and money for agencies. They constantly work with frequently used facilities around the state to set up government menus within per diem.



If the State Travel Office can be of service to you in arranging group gatherings or if you have questions, call Nicole Naylor at 801-538-3109 or Diann Donoviel at 801-538-3103. ❖

FINET Schedule Changes for Holidays, Yearend

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a monthend). Our FINET cycle will change on most holiday weeks.



Listed below are the exceptions to the normal FINET schedule for holidays, yearend, and monthend periods through August 15.

July 1 – Open	Tuesday cycle
July 2 – Open	No cycle because of July 1 cycle
July 3 – Open	Thursday cycle; June Monthend (due to holiday)
July 4 – Closed	Independence Day Holiday
July 5 – Closed	Saturday Monthend
July 12 – Open 12–5:30 p.m.	Saturday
July 18 – Open	July Old #1 after cycle
July 19 – Closed	July Old #1 Monthend
July 24 – Closed	Pioneer Day Holiday
July 26 – Open 12–5:30 p.m.	Saturday
Aug. 2 – Open 12–5:30 p.m.	Saturday
Aug. 4 – Open	July Old #2 after cycle
Aug. 5 – Open	Extra Tuesday cycle
Aug. 7 – Open	Extra Thursday cycle
Aug. 8 – Open	July New Monthend
Aug. 9 – Closed	Saturday Monthend
Aug. 12 – Open	Extra Tuesday cycle
Aug. 14 – Open	Extra Thursday cycle
Aug. 15 – Open	July Old #3 after cycle

Frequently Asked Question from FINET Help Desk

Q Why can't I use the Payment Voucher Scheduling Table to change a scheduled pay date? I've done it before.

A Be sure you are in the Payment Voucher Scheduling Table (SCHD), **not** in the Payment Voucher Scheduling 2 Table (SCH2), and be sure you are looking up a document for your agency. Open the SCHD Table and enter the vendor number in the first column. Then tab to the next column and enter your agency number. Click on *Display/Browse Data* (F4). The voucher should appear on the screen. You can type over the scheduled pay date with the correct date and click on *Modify/Change* (F7). If you do not see the date change, press *F4*. ❖



July Calendar

Payroll Training

Computer-based training on the Payroll System is available on our Web site at www.finance.utah.gov/training/cbt.htm. For Payroll Information call 801-538-3056.



Data Warehouse Training

July 14 Data Warehouse – Payroll; 10:00 – 11:30 a.m.

July 14 Data Warehouse – Payroll; 1:30 – 3:00 p.m.

July 15 Data Warehouse – FINET; 10:00 – 11:30 a.m.

July 15 Data Warehouse – FINET; 1:30 – 3:00 p.m.



FINET Classroom Training

We are not offering FINET classroom training during July. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.

FINET Computer-Based Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

Internet Courses: System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.

CD-ROM Courses: On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact agency budget and accounting officers to obtain access to the CD-ROM courses).

FINET Help Desk: Call 801-538-9690 to resolve immediate questions.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list, call 801-538-3082. If you make reservations and find that you cannot attend, please notify us as soon as possible.



Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.